



HEADQUARTERS  
HAWAII WING, CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
PO Box 29417  
Honolulu, HI 96820



1 Aug 2007

Wing Financial Instruction F-02

**Funds Transfer Policy**

1. All transactions to close accounts or to transfer funds between accounts maintained in different financial institutions require the written approval of two members of the wing finance committee (see attached form).
2. The Wing Administrator is authorized to transfer the exact amount (not to exceed \$3,000.00) from the General Account to the Maintenance Account to pay approved maintenance expenses with the written approval of an authorized member (as specified in HIWG F-01).

A handwritten signature in cursive script, reading "Earl G. Greenia".

EARL G. GREENIA, Colonel, CAP  
Commander

**DISTRIBUTION:**

- 1 – Each Squadron
- 1 – USAF/CAP Liaison Office
- 1 – HQ/PACR

HAWAII WING FUNDS TRANSFER POLICY

1 Aug 2007

**FUNDS TRANSFER  
APPROVAL FORM**

This is to authorize the following transfer of general funds for operating expenses as detailed below:

Amount:	
Transfer From Account #:	
Transfer To Account #:	
Description of Expenses:	

APPROVALS:

<b>Name (Print)</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>